

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

21st September 2010

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Ninda Randhawa

Glyn Jones

Joyce Parrott

Jackie Lewis

Paul Morton

John Burke

Ashy Shanker - Commissioning and Planning Manager (NHS Doncaster)

Claire Larner - Project Manager (NHS Doncaster)

Donna Cibor (Doncaster LINK Host)

Jan Higgins (Doncaster LINK Host)

Apologies:

Kay Kirk, Rita Holdsworth and Debbie Osborne

The following is purely to give the essence of the meeting.

Personal Health Budgets Pilot Scheme

Ashy Shanker, Commissioning and Planning Manager (NHS Doncaster) and Claire Larner, Project Manager (NHS Doncaster) had been invited to attend the meeting, whereupon a highly informative update on the Personal Health Budgets Pilot Scheme was given and the Executive Board members were actively encouraged to ask questions.

Opening:

Sheila Barnes (Chair) opened the meeting by welcoming all. Sheila stated the code of conduct and asked if there were any declaration of interests – none were made. Apologies for members unable to attend were given.

- **Item 4 – Minutes from Meeting 20th July 2010.** All agreed the notes were correct with no amendments.

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Matters arising from previous meeting

Disability Awareness Day 25th September 2010

The Host asked all present if they could volunteer some time to help at the Disability Awareness day being held on 25th September 2010 as only two members had agreed to attend to date. Joyce Parrott stated she would try and attend if personal circumstances allowed.

- **Item 5 – Action Points from Previous Meeting**

Item 6 – Delivering Race Equality Steering Group. Ninda Randhawa read an email that she had received from Wayne Goddard, Assistant Director Joint Commissioning (Vulnerable People). The group discussed the content and agreed to a letter of response being drafted.

Action: Sheila Barnes to draft a letter to the Chair expressing concerns regarding the effectiveness of the group and the Host to send.

Item 9 – Comments in respect of notes from Working Groups

SINE FM. The group was informed the LINK would be on air today from 5pm to 5.30pm and text questions would be appreciated. Sheila stated that a 6 month contract had been agreed with SINE FM.

ICE Group. All were informed LBV TV were currently finalising the details of the event.

Item 11 – Any Other Business

White Paper Re: Changes to the National Health Service

Sheila stated the Executive Board had produced a response to the 22 questions raised in the Department of Health's Equity and excellence: Liberating the NHS – Establishing HealthWatch report that was discussed during the meeting held a meeting on Tuesday 7th September 2010.

Action: The Host to issue to all Executive Board members, Caroline Flint (MP), Ed Milliband (MP), Rosie Winterton (MP), John Leask (DMBC) and the Department of Health.

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North Trent Network of Cardiac Care

Sheila Barnes stated a letter of agreement to fund the NTNCC meeting being held in November 2010 had been sent to Kath Cope (cost £700 minus any donations from other organisations). The Executive Board Member vote resulted in a majority lead in favour of the LINK providing the funding for the event.

Action: Arrange a meeting with NTNCC and Ron Hughes (LINK Executive Board Member) to discuss and agree LINK representation during the event. Ron Hughes to feedback to the Board at the next meeting. The Host to provide a full breakdown of how the money has been spent.

- **Item 6 – Comments Raised in Respect of Summary Notes from Working Groups**

ICE Group. Sheila Barnes reminded the group that the LINK was holding a 'Coffee Morning' on Tuesday 28th September 2010 at the Goldsmith Centre, Sprotbrough from 10am to 12 noon.

Finance Group. Sheila Barnes gave an update to all. All present agreed the notes from the finance meetings should be put on the website.

Action: Host to put all Finance Sub Group meeting notes on the website.

Dentistry in Highfields. The Host informed the group that the Dentistry in Highfields Sub Group wanted approval from the Board to have information cards/flyers created giving details of how to access a dentist in Highfields at an estimated cost of £200. All agreed this was a good idea and approved the £200 estimated cost.

Action: The Host to inform the Dentistry in Highfields Sub Group.

- **Item 7 – Update to Workplan.** Ongoing.

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- **Item 8 – Any Other Business**

Executive Board Vacancy

Sheila Barnes informed the group that Joanne Kelsall (one of the organisation representatives on the Executive Board) no longer worked for Doncaster CVS. The group agreed to contact existing members for notes of interest for the position with a deadline for replies of Monday 4th October 2010.

Action: The Host to send relevant forms to organisation members requesting notes of interest.

Joyce Parrott issued a brief report of a meeting she had attended with Roger Greenwood.

Sheila Barnes stated she had attended a meeting with Jo Pollard, Programme Director for Strategic Development (NHS Doncaster) who asked if they could conduct a consultation at the next couple of coffee mornings being held by the LINK.

Action: No objections were made. Sheila to inform Jo Pollard.

Sheila Barnes suggested that future coffee mornings hold a half hour focus slot to which all present agreed it would be a good way forward.

Action: ICE Group to finalise the details

Sheila Barnes informed the group that the two day strategic event held on Monday and Tuesday of last week by ICON Events had been a great success in highlighting future engagement strategies for the LINK. ICON Events are in the process of preparing a full six month strategy plan for the LINK to use going forward.

Action: The Host to issue the report to the Executive Board when completed.

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Overview and Scrutiny

Jackie Lewis suggested the Host give a consultation at the next Overview and Scrutiny meeting being held 20th October 2010 (to be confirmed). All present members agreed.

Action: The Host to obtain exact date for the planned meeting and arrange to give a consultation.

- **Item 9 – Next Executive Board Meeting.**

Tuesday 19th October 2010 at DBIC from 10am to 12 noon.

Minutes prepared and submitted by:

Jan Higgins

Executive Board Meetings for 2010

16 th November 2010	DBIC	10am to 12 noon
14 th December 2010	DBIC	10am to 12 noon

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